

GUIDELINE**State Surplus Computers for People with Disabilities**

As a result of HB 188, non-profit organizations can request, on behalf of individuals with disabilities, access to state surplus computers. Non-profit providers must submit a request on their letterhead with the following information:

1. Requestor's name;
2. Location;
3. Computer equipment desired.

Letters must be signed by an officer of the non-profit organization. Regions shall send requests to DSPD's state offices at 120 North 200 West, #411, Salt Lake City, Utah, 84103. Requests will be submitted to the Utah State Agency for Surplus Property for approval and you will be notified of their decision.

Please note that only non-profit organizations qualify for this new program. Organizations are limited to donations of **15 or less per year**. Once a donation is made to an organization, no additional requests will be approved until the following year, even if the donation amount was less than 15. It is highly recommended that organizations consolidate requests into one yearly request.

The Division can request to have any of their surplus computers earmarked to go towards this program. To initiate the donation process, please submit an SP-1 form along with the organization's letter (as referred to below). Forward the forms to the state office and they will be sent to David Regan at the Agency for Surplus Property.